

Date: **15 AUGUST 2023****NOTICE OF VACANCY**

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **thirteen (13)** vacant **Contractual** position with details as follows:

**Office: Pantawid Pamilyang Pilipino Program****Project Development Officer II (City/Municipal Link Officer)**

Item number : N/A  
Compensation : SG 15 (Php 36,619.00)  
Place of Assignment: City/Municipal Operations Office Within Caraga Region

**PREFERRED QUALIFICATIONS (COMPETENCY-BASED):**

Education : Bachelor's Degree in Social Work or any allied Social Science related courses  
Training : At least 4 hours of relevant training  
Experience : At least 1 year of related experience  
Eligibility : RA 1080 (Registered Social Worker) / CS Professional  
Skills : Computer literate with knowledge in using Microsoft Office and database applications

**JOB DESCRIPTION:**

Under the immediate supervision of the SWO IV (Provincial Link), the Project Development Officer II performs the following tasks below:

**Job Functions and Output:**

1. Prepare activity proposals and other budgetary requirements at the municipal level in coordination with other MLs in the municipality;
2. Facilitate conduct of supply side assessment in coordination with focal persons of partner agencies and the LGU;
3. Facilitate conduct of community assembly in collaboration with the Local Government Unit and other partner agencies;
4. Monitor and prepare report on compliance on supply side requirements of the program in coordination with partner agencies and the LGU;
5. Facilitate the conduct of Family Development Sessions with the LGU Links and Parent Leaders as organizers and with key stakeholders as resource persons;
  - Organize household beneficiaries into 20-30 per group
  - Identify and select parent leaders
  - Schedule and prepare the conduct of Family Development Sessions
  - Serve as resource person or coordinate with health personnel and other stakeholders to serve as resource persons
  - Document conduct of FDS in the community
6. Facilitate reproduction, distribution, completion (for FDS), retrieval and submission of completed compliance verification forms in coordination with the LGU Links;
7. Facilitate, review and monitor submission of Updates Form through the LGU Links and parent leaders;
8. Facilitate, review and monitor submission of complaints and grievances through the

- LGU Links and parent leaders and other members of the community and other officials;
9. Facilitate and monitor cash grants release;
  10. Profiling of beneficiaries/parent leaders and LGU Links trained;
  11. Facilitate/Promote conduct of community development activities in coordination with the Municipal Social Welfare Development Office and other key stakeholders;
  12. Maintain and monitor Municipal Caseload as follows;
    - Total registration and enrollment - IDs, Oath of Commitment & LBP forms
    - No. of HHs with Cash Cards
    - No. of HHs on OTC
    - No. of HHs on G-Remit
    - Updated list of Schools –day care center, pre-school, elementary and high school
    - Updated list of health centers and health stations
    - No. of Parent Leaders
    - No. of HHs provided with other support programs and services
  13. Serve as secretariat to the Municipal Advisory Committee Meetings;
  14. Prepare Quarterly Accomplishment Report.

Applicants should be guided by the following **Criteria for Evaluation**:

• Education (E)	25%
• Training (T)	10%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	15%
• Interview	10%
• IPCR or any related Performance Assessment Review	5%
<b>Total</b>	<b>100%</b>

**Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of ETE**

**Second Shortlisting: Top Five Highest rating but overall rating should not less than 80%**

Interested and qualified applicants may submit their application through <https://caraga-iris.dswd.gov.ph/>, with the complete scanned copies of the following documents below **on or before AUGUST 25, 2023**.

1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
3. .PDF file of duly filled out **Work Experience Sheet** which can be downloaded at <https://tinyurl.com/cscform212r2017>;
4. Authenticated copy of Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
6. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
7. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

\*\*\*\*\*IMPORTANT REMINDERS\*\*\*\*\*

- a. All applications shall ONLY be submitted through the above-mentioned link.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable). If you have multiple pages/photos for one requirement, you may use this link (<https://combinepdf.com/>) for combining documents.
- c. Requests for extension of submission and application with incomplete documents shall not be entertained.
- d. All communications pertaining to your application shall be sent via text/e-mail.

All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, region, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

For inquiries, please call Human Resource Planning and Performance Management Section through the telephone number (085) 303-8620 local 114 or send us your queries through <https://caraga-iris.dswd.gov.ph/>.

  
GENELYN P. MARTURILLAS  
Administrative Officer V

Human Resource Planning and Performance Management Section